

## **6 DOCUMENTATION AND REPORTING**

Prior to beginning work on the project, the Contractor will be required to submit various work plans for approval by the Project Engineer. Ecology will also review many of these documents pursuant to their approval authority as defined in the Consent Decree. This section summarizes submittals required of the Contractor prior to, during, and at the completion of different tasks. Details on the documentation requirements are presented in the specifications.

### **6.1 Construction Plan and Schedule**

For construction activities, the Contractor(s) will be required to submit a Construction Plan and Schedule for approval by the City, the Project Engineer, and Ecology. No physical work is to be performed at the site until the plan is reviewed and specific authorization to start the work is obtained. The plan will cover potential environmental degradation as a result of the Contractor's operations. The plan will contain separate sections for contamination prevention, closure, cleanup, and erosion and turbidity control as they pertain to excavation and capping.

### **6.2 Construction Quality Control Plan**

The Contractor's Quality Control (CQC) Plan will present the system that will ensure the Contractor(s) will meet the requirements of the contract. The CQC Plan will identify personnel, procedures, methods, instructions, inspections, potential remedies, records, and forms to be used in the CQC system.

The Plan will also include a description of procedures for maintaining and updating activity logs, laboratory records, procedures for reporting emergencies, potential remedies, records for personnel and maintenance, and monthly reports to agencies. The CQC Plan will include a description of how change orders will be reviewed for consistency with the specifications.

The Contractor shall prepare and maintain a Daily CQC Report which includes the results of all inspections, surveys, and monitoring activities and supporting documentation.

### **6.3 Contractor's Health and Safety Plan (CHASP)**

The Contractor(s) will submit a CHASP that will present the minimum health and safety requirements for job site activities, and the measures and procedures to be employed for protection of on-site personnel. The plan will cover the controls, work practices, personal protective equipment, and other health and safety requirements that will be implemented by the Contractor(s) in connection with the remedial action activities. The specifications provide additional detail on the requirements for the CHASP.

### **6.4 Construction Documentation**

The Contractor(s) is responsible for Quality Control, including daily checks and testing, as documented in the Daily CQC Report. The Project Engineer will provide Quality Assurance, which is oversight of the Contractor's Quality Control procedures.

The Project Engineer will document the results of the quality assurance inspections and testing and monitoring activities on a weekly basis in a Quality Assurance Report, which will include that week's worth of Daily CQC Reports (prepared by the Contractor). These reports will be transmitted weekly from the Project Engineer to Ecology and the City. An Executive Summary, which summarizes the significant construction activity for the period, will be submitted monthly to Ecology. Where QA inspections utilize the results of the Contractor's surveys and tests, these results will be summarized and included in the Quality Assurance Report. If the QA inspections' tests reveal out-of-spec conditions, the Project Engineer will immediately contact the Contractor's Superintendent to determine what action will be taken to modify the construction operation and correct the condition. A written memo will follow up this personal contact to the Contractor's General Superintendent confirming any oral instructions given. Instructions to the Contractor for any work that does not comply with the specifications will be confirmed with the Contractor in writing. The results of these discussions and follow-up corrective actions will be included in the weekly Quality Assurance report.

The Project Engineer will use discretion in keeping the Ecology representative informed of continuing events as the remediation work proceeds. Any work found not to be in accordance with the Ecology-approved remedial design plans, contract plans and specifications, work plan, and/or contract documents shall be brought to the immediate attention of the Project Engineer and Ecology. Ecology will be notified of any changes to approved documents before they are implemented. Documentation requirements for specific activities are contained in the contract plans and specifications. To enable monitoring of the progress of the work underway, the Contractor's Daily CQC Reports will be provided weekly to the Ecology monitor with the Quality Assurance Report.